



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
1100 LEE AVENUE, SUITE 112
FORT LEE, VA 23801-1720

IMNE-LEE-SO

MAY 6 2010

MEMORANDUM FOR COMMANDERS/SUPERVISORS

SUBJECT: Safety Awareness Campaign

1. Purpose: The Commanding General has instituted a Safety Awareness Campaign to place greater emphasis on safety behavior. The campaign will be focusing on two separate safety criteria.

- a. Recognize positive safety behavior.
- b. Provide remedial training for unsafe acts.

2. Scope: The campaign will provide a positive response for observed safety actions and provide for additional safety training when unsafe acts are observed.

a. The Safety Recognition certificate (Enclosure 1) can be used to provide recognition of a safety action or response to a safety issue or hazard.

b. The Safety Remedial Notice certificate (Enclosure 1) can be used when a safety action was observed that could lead to an accident or injury and to reinforce safe behavior and practices.

3. Execution: The following actions are to be taken as part of the campaign.

a. A Commander/Supervisor can provide either certificate for observed actions. The Safety Recognition certificate can be brought to the Safety Office and a safety coin will be given.

b. The recipient of the Safety Remedial Certificate must come by the Safety Office to receive appropriate safety training within 30 days. The Safety Office will sign the back of the notice when training is completed. The notice is then returned to the Commander/supervisor. This action is not punitive.

4. The Safety Office will provide the names of Safety Recognition Certificate recipients to the Fort Lee Traveller for publication. The Safety Office will track the number of certificates provided and maintain a database. The POC for this action is J. Calvin Parton at 765-3123.

Michael G. Morrow
COL, LG
Garrison Commander



Safety Recognition Award

Name _____

For a safety action that exemplifies knowledge of safety practices and a desire to provide a safe environment for the Fort Lee Community.

Your action of _____

is an example of your positive safety attitude.

Date:

Commander/Supervisor Signature:



Safety Remedial Notice

Name _____

For an action that did not follow safety practices . Your action of _____

requires you to take remedial safety training to assure safety practices are followed in the future.

Date:

Safety Signature : _____

Type of training : _____

Commander/Supervisor Signature:

Date Completed : _____